

CLAIMS

1. A system for managing the procedure of an office work of managing a period for exchanging documents with an administrative organ and/or an answer to the administrative organ, which starts period management by inputting entrusted contents from a plurality of client, such as an individual and/or a corporation to a period managing system, and starts the period management of corresponding action of acquiring documents or something by inputting the information of the acquiring documents or something from the administrative organ to the period management system, and transmits period management information and the information of the documents or something to the client by an information delivering unit, and always provides to only the clients the information stored in the period managing system by the period managing system using web site, and performs the document exchange between the client and the administrative organ by exchanging the document with the client and/or the administrative organ while managing the period by the period managing system.

2. A method for managing the procedure of an office work of managing a period for exchanging documents with an administrative organ and/or an answer to the administrative

organ, which starts period management by inputting entrusted contents from a plurality of client, such as an individual and/or a corporation to a period managing system, and starts the period management of corresponding action of acquiring documents or something by inputting the information of the acquiring documents or something from the administrative organ to the period management system, and transmits period management information and the information of the documents or something to the client by an information delivering unit, and always provides to only the clients the information stored in the period managing system by the period managing system using web site, and performs the document exchange between the client and the administrative organ by exchanging the document with the client and/or the administrative organ while managing the period by the period managing system.

3. The system for managing the procedure of an office work according to claim 1,

wherein the period managing system includes at least a management condition creating unit, a management information storing unit, a management condition determining unit, and a management condition storing unit, and

the period managing system is operated on the basis of the period management information which is determined as

appropriate information by the management condition determining unit and is stored in the management condition storing unit.

4. The method of managing the procedure of an office work according to claim 2,

wherein the period managing system includes at least a management condition creating unit, a management information storing unit, a management condition determining unit, and a management condition storing unit, and

the period managing system is operated on the basis of the period management information which is determined as appropriate information by the management condition determining unit and is stored in the management condition storing unit.

5. The system for managing the procedure of an office work according to claim 1 or 3,

wherein a check sheet is appended to the period management information.

6. The method of managing the procedure of an office work according to claim 2 or 4,

wherein a check sheet is appended to the period management information.

7. The system for managing the procedure of an office work according to any one of claims 1, 3, and 5,

wherein the exchange of the documents between the plurality of clients, such as the individual and/or the corporation, and the administrative organ is performed by transmitting data, which is transmitted from the administrative organ to the client, to the period managing system by using the automatic transmitting unit, and by transmitting the document, which is completed by the period managing system and is then transmitted from the period managing system to the corresponding client, to the administrative organ by using the automatic transmitting unit.

8. The method of managing the procedure of an office work according to any one of claims 2, 4, and 6,

wherein the exchange of the documents between the plurality of clients, such as the individual and/or the corporation, and the administrative organ is performed by transmitting data, which is transmitted from the administrative organ to the client, to the period managing system by using the automatic transmitting unit, and by transmitting the document, which is completed by the period managing system and is then transmitted from the period

managing system to the corresponding client, to the administrative organ by using the automatic transmitting unit.

9. The system for managing the procedure of an office work according to claim 7,

wherein the document completed by the period managing system is the completed document by way of the process wherein the client confirms the document for submitting to the administrative organ.

10. The method of managing the procedure of an office work according to claim 8,

wherein the document completed by the period managing system is the completed document by way of the process wherein the client confirms the document for submitting to the administrative organ.